

DCR PARK PERMITS

WHAT ARE THEY FOR?
WHEN DO FRIENDS
GROUPS NEED THEM?

DCR PARK PERMITS

- CERTAIN USES OF DCR PARKLAND REQUIRE A PARK PERMIT.
 - Reserving parkland for a normal or special use. Sporting events, concerts, road races, walk-a-thons, outings and charity events
 - Any commercial activity on DCR parkland requires a park permit or possibly a license.

No Permit Required

- Friends Group

- Co-Sponsored activities and events

Park Benefit & Mission Related

No Permit – No Indemnification

Many Friends Group Activities Fall into this category.

Clean up



Assisting a DCR special event or activity



■ No Permit Required

■ Co-Sponsored Events

- DCR Assists with Friends Group's activity benefiting the DCR Facility.
 - DCR Provides Staff and Equipment during regular staff schedule.
 - No Permit, Park Manager Approval, (Commonwealth accepts liability)

*Nature Walks, Open House

Friends Group Meeting



■ Friends Group Activity

■ Non-Co-Sponsored Events

- Friends Group assist outside group activity (not DCR).
- Friends Group Conduct a Fundraiser or Major Event.

□ Permit Needed

(Usually a Special Use Permit, Commissioner Approval, Liability Insurance Proof Required, commensurate with risk.)

Any Amusement!



Run, Walk, Ride 25+ People



Collecting Funds for Friends Group

Donations or Fees for a Friends Group Activity

REQUIRES A PERMIT IN ALL CASES

- Will Require Liability Insurance in most cases.
- Required by MA Conflict of Interest Law.

Fundraising Meal



Tours for a donation



DCR Permit Process

- Constituent or group must request a permit application from the DCR in writing.
- The request can be mailed, faxed or e-mailed:

DCR Special Services and Events
251 Causeway Street
Boston, Massachusetts 02114
Attn: Michael Testa

Email: mike.testa@State.Ma.US Fax(617)-626-1351

DCR Permit Process

- The DCR facility is contacted for scheduling or other possible conflicts.
- If approved, the event is placed on the DCR schedule.
- A DCR approval letter and Special Use Permit application is sent to the applicant to be completed and returned to DCR with a \$17 application fee.

DCR Permit Process

- The completed application & fee is received by the DCR permit manager.
 - Copies of the application are sent to Public Safety agencies, DCR operations departments, and the DCR facility for review.
 - Approval or denials are received from all the agencies.
 - Cost estimates from Public Safety agencies, DCR operations departments, and the DCR facility are compiled by the event manager and communicated to the applicant.

DCR Permit Process

- The permit is then signed by both the DCR and the Permittee.
- The permit has important information included for the day of the event and should be readily available and handy at the event site.

DCR & Friends Groups

